b.

c.

Number

Relative Frequency

(B.3.b - A.1.b.)

## PROMPT PAYMENT ACT (PPA) REPORT (Q) 1619

For Quarter Ending , 199

Date: Component: Project Officer\_\_\_\_ Telephone Number\_\_\_\_\_ Current Year-to-Quarter Date A. **Total Invoices Paid:** 1. Subject to the PPA a. **Dollar Amount** b. Number 2. Not Subject to the PPA **Dollar Amount** a. Number b. B. <u>Invoices Paid Late:</u> (See Note 1) 1. **Dollar Amount** 2. Number (Sum of B.3.b and B.6.a.(2)3. Interest Penalties Paid Dollar Amount a.

NOTE 1: For contracts issued before April 1, 1989, include payments made after the grace period. For contracts issued on or after April 1, 1989, include all payments made after the due date.

%

4.	Additio	Additional Penalties Paid							
	a.	Dollar Amount		\$			\$		
	b.	Numbe	er						
	c.		ve Frequency - A.1.b.)			%			%
5.	Reason	ns why in	terest or other late payment	penalties	were incu	rred. (Se	ee Note 2	<u>2)</u>	
	a.	Delay	in paying office's receipt of:						
		(1)	Receiving Report	()			()		
		(2)	Proper Invoice		()			()	
		(3)	Contract/Purchase Order	()			()		
	b.	Delay	or error by paying office in:						
		(1)	Taking Discount	()			()		
		(2)	Notifying Contractor of Defective Invoice		()			()	
		(3)	Computer or other System Processing		()			()	
NOTE 2: R	ank from hig	hest to lo	west, according to frequency	or occu	rrence (suj	ported b	y numbe	er of invo	oices).
6.	Interes	and other	er late Payment Penalties tha	t were di	ue but not	paid			
	a.	Total							
		(1)	Interest Dollars \$(Sum of B.6.b.(1) and B.6.c.(1))			\$			
		(2)	Number (Sum of						
	b.	Becaus	se Payment Less Than \$1.00						
		(1)	Interest Dollars \$			\$			

			(2)	Number					
		c.	For Otl	her Reasons					
			(1)	Interest Dollars	\$		\$		
			(2)	Number					
			(3)	Specify Reason(s	s):				
				•					
						Current Quarter		Year-to- <u>Date</u>	-
C.	Paymer Due Da		1 to 15 E (See No	Days After ote 3)					
	1.	Dollar A	Amount			\$		\$	
	2.	Numbe	r						
	3.	Relative	e Freque	ncy (C.2 A.1.b.)		9	<b>/</b> 6	9	%
NOTE	3: Applie	es only to	contract	s issued before Apr	il 1, 1989	<u>).</u>			
D.	Invoice	es Paid 8 I	Days or N	More Before Due Da	ate, Exce	pt When Ca	sh Discount	<u>Taken</u>	
	Subject	to a Dete	erminatio	n Under Subsection	4.1 of O	MB Circula	r A-125:		
		1.	Dollar	Amount		\$		\$	
		2.	Numbe	er					
		3.		re Frequency - A.1.b.)			%		%
E.	Discou	<u>nts</u>							
	1.	Numbe	r Availal	ole					
	2.	Numbe	r Taken						

	3.	Number Not Ta Economically Ju	ken Because Not				
	4.	Reasons for Fai	ling to Take Economically J	Sustified Discounts, in Declining Order of Importance:			
		a.					
		b.					
		c.					
		d.					
		e.					
F.	On a S	eparate Sheet, Plea	nt Center				
	1. equal A		ices Paid Subject to the Pro	mpt Payment Act and Circular A-125. (Should			
	2. plus B.	Dollar Amount 4.a. and B.4.b.)	and Number of Interest Pen	alties Paid. (Should equal B.3.a. and B.3.b.			
G.	Frequency Distribution of Late Payment Interest Penalties						
	For the	e Current Year pro	vide the following data:				
			Interest Pena As Reported in B.				
AM	10UNT O	F PENALTY	DOLLARS PAID	NUMBER OF PAYMENTS			
	\$ 1.	.00 25.00					
	25.	.01 500.00					
	500.0	01 1,000.00					
	1,000.0	01 2,500.00					
	2,500.0	01 5,000.00					
	5,000.0	1 and Greater					
H.	Progre	ss Made					
descri	be specifi	c achievements a	nd problems during the F	On a separate shee Y in implementing the Prompt Payment Act and OMF			

Circular A-125. Include a description of any agency experience in determining the most appropriate timing for release of payment authorization so that invoices are paid as close as possible to the due date without exceeding it.

## I. Description of Agency Payment Practices

On a separate sheet describe the extent to which Agency payment practices satisfy the requirements of the Prompt Payment Act and OMB Circular A-125. Applies only to 4th quarter submission of the ACCT RPT (Q) 1619, as this will contain cumulative data for the entire fiscal year, and the narrative must be provided at this time.

## J. <u>Updated Description of Agency Quality Control System</u>

Describe the extent to which the Agency quality control system conforms to the requirements of subsection 3.e. of Circular A-125. Where appropriate, describe Agency plans to implement or upgrade a quality control system.